

ASSIGNMENT 1

Textbook Assignment: "General Administration" and "Security," pages 1-1 through 1-16.

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| <p>1-1. Identify the four major areas that you should be familiar with when handling naval correspondence.</p> <ol style="list-style-type: none">1. Letters, messages, files, and instructions2. Preparation, routing, filing, and subject classification3. SSIC, priority, security classification, and subject matter4. Security classification, format, precedence, and file procedures <p>1-2. What effect does the quality of the correspondence you prepare have on others?</p> <ol style="list-style-type: none">1. Forms impression of the typist2. Forms impression of the office3. Forms impression of the command4. Each of the above <p>1-3. You may use a standard letter when corresponding with which of the following outside users?</p> <ol style="list-style-type: none">1. NATO allies2. General Services Administration3. Military contractors4. Federal Bureau of Investigation <p>1-4. What aspect of a multiple-address letter distinguishes it from a standard letter?</p> <ol style="list-style-type: none">1. The signature block2. The subject line3. The arrangement of the text4. The handling of the addressees <p>1-5. An endorsement may either comment on the basic letter or any earlier endorsement.</p> <ol style="list-style-type: none">1. True2. False | <p>1-6. What is the purpose of a memorandum?</p> <ol style="list-style-type: none">1. To issue directives2. To correspond informally within an activity3. To provide a record of a conversation4. To reply to official correspondence <p>1-7. When, if ever, may a business letter be used within DOD?</p> <ol style="list-style-type: none">1. When corresponding with the Secretary of the Navy2. When corresponding with the Coast Guard3. When the occasion calls for a personal approach4. Never <p>1-8. Which of the following types of messages should be used when the drafter does not need to inform the addressee of the other addressee(s)?</p> <ol style="list-style-type: none">1. Single-address2. Multiple-address3. Book4. General <p>1-9. What annex of the NTP 3(I) governs the rules and general regulations for the preparation of GENADMIN messages?</p> <ol style="list-style-type: none">1. A2. B3. C4. D <p>1-10. The message text format (MTF) allows for a total of what number of messages per disk?</p> <ol style="list-style-type: none">1. 102. 203. 304. 50 |
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- 1-11. The present standard Navywide system of filing was designed to fulfill what need?
1. To ensure each office has the same number of files
 2. To ensure each office has the same type of files
 3. To create a single subject classification system
 4. To establish a standard subject identification code system
- 1-12. In what manner are files maintained in a decentralized filing system?
1. They are maintained in two separate file locations
 2. They are maintained by the section responsible for the function being performed
 3. They are maintained by a separate organization
 4. They are maintained in a computer database
- 1-13. In what manner should court-martial records be filed?
1. Separately and alphabetically by last name
 2. Separately and by date of trial
 3. Together by date of action
 4. Together by date of trial
- 1-14. Whether to use a centralized or decentralized system should be determined by what factor(s)?
1. The size of the office
 2. The amount of filing space available
 3. The volume of business handled only
 4. The size of your organization and the volume of business handled
- 1-15. Which of the following instructions provides the proper subject classification for naval correspondence?
1. SECNAVINST 5210.11D
 2. SECNAVINST 5215.1C
 3. SECNAVINST 5216.5C
 4. SECNAVINST 5510.1H
- 1-16. Normally, changes to Navy *Regulations* are prepared in the office of which of the following officials?
1. Secretary of Defense
 2. Secretary of the Navy
 3. Chief of Naval Operations
 4. Judge Advocate General
- 1-17. The *Manual for Courts-Martial, United States, 1984*, consists of what specific number of parts?
1. One
 2. Two
 3. Five
 4. Four
- 1-18. Instructions regarding the authority of armed forces personnel to perform notarial acts are contained in which of the following publications?
1. *Manual for Courts-Martial*
 2. *Manual of the Judge Advocate General*
 3. *U.S. Navy Regulations, 1990*
 4. *Naval Military Personnel Manual*
- 1-19. The *Naval Military Personnel Manual* is issued under what regulatory authority?
1. *U.S. Navy Regulations, 1990*
 2. *Manual for Courts-Martial*
 3. *Manual of the Judge Advocate General*
 4. *Standard Organization and Regulations Manual*
- 1-20. Changes to the *Naval Military Personnel Manual* are issued at what specific time intervals?
1. Monthly
 2. Quarterly
 3. Semiannually
 4. Annually

- 1-21. *U.S. Navy Uniform Regulations* are prepared and distributed by what authority?
1. Chief of Naval Personnel
 2. Chief of Naval Operations
 3. Secretary of the Navy
 4. Secretary of Defense
- 1-22. Which of the following publications provides a standard system of numbers and letter symbols that are used to categorize information?
1. *DON Correspondence Manual*
 2. *Naval Military Personnel Manual*
 3. *Standard Navy Distribution List*, part 1
 4. *DON Standard Subject Identification Codes*
- 1-23. Regulatory material contained in the *Standard Organization and Regulations Manual* (SORM) appears in what type of print?
1. Uppercase
 2. Lowercase
 3. Bold
 4. Italics
- 1-24. What publication is commonly known as the *Security Manual*?
1. *Law Enforcement Manual*
 2. *DON Information Security Program Regulations*
 3. *Naval Military Personnel Manual*
 4. *DON Physical Security Manual*
- 1-25. Part 2 of the *Standard Navy Distribution List* (SNDL) is referred to as the yellow pages.
1. True
 2. False
- 1-26. *Joint Federal Travel Regulations* (JFTR) are issued in what total number of volumes?
1. One
 2. Two
 3. Three
 4. Four
- 1-27. You are entering a change to an instruction without a record-of-changes sheet. In what specific location should the change be annotated?
1. Lower right-hand margin of the first page
 2. Upper right-hand margin of the first page
 3. On the identification line
 4. After the subject line
- 1-28. What form is used to order new forms or publications?
1. DD Form 1348
 2. DD Form 1352
 3. NAVPERS Form 1340
 4. NAVSUP Form 1346
- 1-29. The Department of the Navy Directives Issuance System is set forth in which of the following instructions?
1. SECNAVINST 5210.11D
 2. SECNAVINST 5213.5C
 3. SECNAVINST 5215.1C
 4. SECNAVINST 5216.5C
- 1-30. Issuances not falling within the scope of the Directives Issuance System are normally issued in what manner?
1. As directives
 2. As notices
 3. As bulletins
 4. As change transmittals
- 1-31. An instruction remains in effect for what maximum number of years if not superseded or canceled?
1. 1
 2. 2
 3. 5
 4. 7
- 1-32. A notice usually remains in effect for what specific range of months?
1. 1 to 6
 2. 6 to 12
 3. 12 to 18
 4. 18 to 24

- 1-33. If a cancellation determination is not shown at the top right corner of a notice, it will appear as a last paragraph with what title?
1. Cancellation for Record Purposes
 2. Cancellation
 3. Cancellation Contingency
 4. Cancellation/Expiration
- 1-34. Instructions should be filed in which of the following orders?
1. Standard subject identification code, consecutive number, and issuing authority
 2. Issuing authority, standard subject identification code, and consecutive number
 3. Consecutive number, standard subject identification code, and issuing authority
- 1-35. What action should be taken when notices are filed within the master files?
1. They should be filed behind the instructions
 2. They should be tabbed to ease removal upon cancellation
 3. They should have the cancellation date highlighted for identification
 4. They should be filed off-center to assist in their identification
- 1-36. What number of copies of a subject cross-reference sheet are necessary?
1. One
 2. Two
 3. Three
 4. Four
- 1-37. What number of major numerical subject groups are found in the SSIC?
1. 10
 2. 12
 3. 13
 4. 14
- 1-38. If you need to file material in a file folder in a particular order, what means should be used?
1. Paper clips
 2. Rubber bands
 3. Staples
 4. Prong fasteners
- 1-39. In which of the following publications will you locate a listing of the required reports to be included in a tickler file?
1. JAGMAN only
 2. 5214 of the OEGCMJ only
 3. 5214 instructions of senior commands in the chain of command and JAGMAN
 4. 5215 notices of senior commands in the chain of command
- 1-40. Reports listed in a tickler file should be filed in what manner?
1. Alphabetically
 2. Numerically
 3. By frequency of due dates
 4. By seniority of the command requiring the report
- 1-41. To make sure reporting requirements of a report are current, you should take what action continually?
1. File a completed draft of the report with the tickler card
 2. Check the cancellation date of each reference
 3. Check the references listed on each card
 4. Compare the current report against previously submitted reports
- 1-42. Whenever possible, completed reports should be filed in what file?
1. General
 2. Separate reports
 3. Centralized
 4. Tickler

- 1-43. The disposition and penalties for the unauthorized destruction of official government records is mandated by whom?
1. Secretary of the Navy
 2. Secretary of Defense
 3. Chief of Naval Operations
 4. Congress
- 1-44. JAGMIS was initially developed for what function?
1. Trend identification
 2. Resource allocation
 3. Long-range planning
 4. Tracking courts-martial
- 1-45. What activities are required to submit a monthly productivity report?
1. All activities with an SJA
 2. All OEGCMJ activities
 3. All Navy Legal Service Command activities except NJS
 4. All convening authority activities
- 1-46. The productivity report must be sent to Commander, Naval Legal Service Command to arrive no later than what day of the following month?
1. 5th
 2. 7th
 3. 10th
 4. 15th
- 1-47. What security term is applied to the communications between a client and an attorney?
1. Confidential
 2. Privileged
 3. Classified
 4. Secure
- 1-48. The handling of classified material in the LN rating normally occurs when working with which of the following material?
1. Investigations
 2. Freedom of Information Act requests
 3. Privacy Act requests
 4. Administrative separations
- 1-49. What is the purpose of the Information and Personnel Security Program?
1. To prevent espionage
 2. To prevent the dissemination of information essential to national security
 3. To provide background investigations of personnel involved with classified material
 4. To provide for the accountability of classified material
- 1-50. The purpose of the security education program is to make sure all personnel understand the need to protect and safeguard classified material.
1. True
 2. False
- 1-51. What person is ultimately responsible for the security education of a command?
1. Executive officer
 2. Commanding officer
 3. Security manager
 4. Training officer
- 1-52. When not in use, a Secret document must be kept facedown or covered with which of the following cover sheets?
1. Standard Form 703
 2. Standard Form 704
 3. Standard Form 705
 4. Standard Form 706

1-53. Unless otherwise stated, classified material will not be retained for more than what maximum number of years from the date of origin?

1. 5
2. 7
3. 10
4. 15

1-54. The destruction of Top Secret and Secret material must be recorded on which of the following forms?

1. OPNAV Form 5510/1
2. OPNAV Form 5511/12
3. Standard Form 703
4. Standard Form 704

1-55. Records of destruction must be maintained for what maximum period of time?

1. 1 year
2. 2 years
3. 3 years
4. 6 months

1-56. The residue of authorized shredding machines is handled as what level of classified waste?

1. The highest classification of the material being shredded
2. Confidential
3. Unclassified
4. Sensitive

1-57. Residents of foreign countries have a right of access under the Freedom of Information Act (FOIA) to federal records.

1. True
2. False

1-58. Under the FOIA instruction, which of the following items would be considered an agency record?

1. A three-dimensional model of a new building or structure
2. Computer software not used as a primary source of information about a command
3. A supervisor's personal notes on an employee's performance
4. Photographs made by a PAO of a command activity

Dear Sir:

Please forward a copy of the following items to me:

- (1) Copies of your command history for the past 2 years
- (2) Copy of your annual safety report for the command for last year
- (3) Copy of the JAGMAN investigation on your collision at sea in August

I will gladly pay all costs for reproduction of the reports.

Thank you,

Figure 1A.--FOIA request.

IN ANSWERING QUESTIONS 1-59 THROUGH 1-61, USE THE INFORMATION YOUR COMMAND HAS RECEIVED IN THE FOIA REQUEST SHOWN IN FIGURE 1A.

1-59. Which of the three minimum requirements of a proper FOIA request is not met by the letter?

1. Cites or implicates the FOIA
2. Reasonably describes the information requested
3. Contains a statement of the requester's willingness to pay fees

- 1-60. What action should your command take in response to this letter?
1. Consider the letter a reasonable request and forward the requested information
 2. Forward the request to JAG
 3. Return the letter without action
 4. Answer the inquiry within 10 days informing the requester of the contents of a proper request
- 1-61. Assuming the request is proper, what action should be taken on the request for the JAGMAN investigation?
1. A copy would be provided by the receiving command deleting all personal information
 2. The request would be forwarded to JAG and the requester notified
 3. The request would be forwarded to the investigating officer for action
 4. The request would be denied as an exempt document
- 1-62. If your activity cannot respond to an FOIA request within 10 days, what effect does this have on the request?
1. It is a violation of the FOIA and penalties may be adjudged
 2. It is treated as a final denial of the request
 3. It may be treated as an initial denial of the request
 4. It is considered an informal extension of time
- 1-63. An FOIA request for names and duty addresses of members attached to foreign units should be denied on what grounds, if any?
1. An unwarranted invasion of personal privacy
 2. Mailing lists are exempt from the FOIA
 3. A violation of the Privacy Act
 4. None
- 1-64. The Privacy Act applies to documents and records in a system of records from which information is retrieved by what means?
1. Rate or rank
 2. Command assigned
 3. Name or other personal identifier
 4. Mailing lists
- 1-65. Naval activities may not maintain records retrievable by name or personal identifier unless a system notice has been published in what publication?
1. *Privacy Act Register*
 2. *Federal Register*
 3. *Military Register*
 4. *National Register*
- 1-66. Action on a Privacy Act request should be completed within what maximum number of days of receipt by the cognizant office?
1. 5
 2. 10
 3. 20
 4. 30
- 1-67. Which of the following Privacy Act disclosure requests may NOT be honored?
1. A request by other DOD personnel in the execution of their office
 2. A request by a congressional subcommittee
 3. A request by an individual Member of Congress
 4. An order signed by a judge of a court of competent jurisdiction
- 1-68. If an individual is informed that disclosure is voluntary, a social security number may be requested from this individual even though it is not required by federal statute.
1. True
 2. False

1-69. If an FOIA or Privacy Act request pertains to litigation to which the United States is a party, the release authority should notify what other authority?

1. Secretary of Defense
2. Secretary of the Navy
3. Chief of Naval Operations
4. Judge Advocate General

1-70. The production of service, pay, and medical records of a member is authorized when the request complies with what instruction?

1. SECNAVINST 5211.5C
2. SECNAVINST 5720.42E
3. SECNAVINST 5720.45
4. SECNAVINST 5820.8A